



TOWN OF CONCORD PLANNING BOARD

141 KEYES ROAD, CONCORD, MASSACHUSETTS 01742
TEL. (978) 318-3290 FAX (978) 318-3291

Planning Board Procedures for Approval Not Required Under the Subdivision Control Law

Applicant

- ◆ Obtain Form A - the Approval Not Required Application from the Department of Planning & Land Management (Department).
- ◆ Submit three copies of the completed Application Form to the Town Clerk to be signed and dated. The Town Clerk will give back two signed and dated applications to the applicant.
- ◆ Submit the two signed and dated Application Forms, original mylar of the Plan and four copies to the Planning Division.
- ◆ Submit with the application a filing fee in the amount indicated on the Planning Board Fee Schedule.
- ◆ Applications will be scheduled for the earliest available regular Planning Board meeting, but no later than 21 days from the date of application submittal. (Planning Board meetings usually held on the first and third Tuesdays of each month).

Department of Planning & Land Management

- ◆ Receives Application and assigns a file number.
- ◆ Places the Application on earliest possible regular Planning Board agenda.
- ◆ Planning staff reviews the plan pursuant to Section 3 of the Concord Subdivision Rules and Regulations and prepares a recommendation to the Planning Board.

Planning Board

- ◆ Reviews the Application, Plan, supporting documentation, and the report from the Department.
- ◆ If the Board determines that the plan **does not** require approval under the Subdivision Control Law, it shall endorse the mylar plan and copies within 21 days of the date of submission. Said mylar and two sign copies of the plan shall be returned to the applicant.

or

- ◆ If the Board determines that the plan **does** require approval under the Subdivision Control Law, it shall give written notice to the Town Clerk and the Applicant within 21 days of submission of the plan.